



REQUEST FOR QUOTATION

LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ONTARIO
CANADA P7B 5E1

RFQ # LU16-022

Annual and Semi-Annual Emergency Generators Service
May 1 2017 – April 30 2019

CLOSING DATE:
Thursday, April 27 2017
3:00:00 PM

SECTION I PURPOSE AND CONTENT

- 1.1 Lakehead University invites qualified suppliers to submit quotations for the supply of Material and Labour to provide annual and semi-annual maintenance as detailed in attached specification for equipment located on our Thunder Bay campus. For a map of our campus layout go to <http://security.lakeheadu.ca/>

This program will be for two years 2017 and 2018, with complete maintenance performed in each year.

- 1.2 **Implementation:** Semi Annual Maintenance to be complete by May 31 of each year and Annual Maintenance is to be complete by November 30 of each year. Full load tests to occur in July or August.
- 1.3 **Financing Options:** Not Applicable.
- 1.4 **Payment Options**
Submissions will be specific in detailing supplier needs in this area. Payment terms are normally 30 days from sign-off of invoice by the department concerned.
- 1.5 **Taxes:** Submissions will detail pricing, Exclusive of HST, which will be shown as extra.

1.6 SHIPPING AND INSURANCE COSTS

All shipping, insurance and brokerage charges to be included in the bid price
Freight Terms are FOB – Lakehead University, Thunder Bay, Ontario

1.7 INSTALLATION AND ON-SITE TRAINING

NA.

SECTION II INSTRUCTIONS TO BIDDERS

- 2.1 **QUOTATIONS MUST BE RECEIVED IN THE LAKEHEAD UNIVERSITY PURCHASING DEPARTMENT, ROOM BB-1002A, BY 3:00:00 PM ON Thursday April 27, 2017 IN A SEALED ENVELOPE MARKED RFQ LU16-022.**

ADDRESS SUBMISSIONS TO:

**GEOFFREY MATTE
PURCHASING MANAGER
ROOM BB-1002A, BRAUN BUILDING
LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ONTARIO
P7B 5E1**

- 2.2 **Quotations received after the above closing time and date will not be considered and will be returned to the bidder.**
- 2.3 Bidders may request a site visit by contacting the University. The Lakehead University contact for this project is Steve Girvin, Manager of Operations, Physical Plant, Phone # 343 8370, email sdgirvin@lakeheadu.ca.
- 2.4 Two copies of the quotation are required.
- 2.5 Lakehead University accepts no responsibility or liability for misdirected, unreadable, incomplete bids or electronic mail questions and it is the sole responsibility of the bidder to ensure their bids and e-mail have been received by the authorized representative of the University in a timely manner.
- 2.6 Quotation documents must be completed in accordance with the requirements of the Request for Quotation documents and no amendment or change to quotations will be accepted after the closing date and time.
- 2.7 Quotation shall be originally signed by an authorized signatory of the bidder. If the bidder is an incorporated company, the corporate seal of the bidder shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the Quotation.
- Bidders who are sole proprietorships or partners shall sign their bid in such a way as to irrevocably bind the bidder in an authorized manner.
- 2.8 **All** questions regarding this Request for Quotation **must** be submitted in writing (fax, mail or email only) by 3:00:00 pm, Friday, April 21, 2017.

CONTACT INFO:

**GEOFFREY MATTE
PURCHASING MANAGER
ROOM BB-1002A
LAKEHEAD UNIVERSITY
955 OLIVER ROAD
THUNDER BAY, ONTARIO
P7B 5E1
TELEPHONE 807 343-8455
FAX 807 346-7711
E-MAIL gmatte@lakeheadu.ca**

- 2.9 **It is the sole responsibility of each potential bidder to check the Lakehead University Purchasing website on a regular basis for addendum. <http://finance.lakeheadu.ca/current-tenders/>**

Should any question be considered relevant to all bidders, the University will provide both the question and the written answers in an addendum, which shall be posted in the same manner and place as the original RFQ. Bidders are solely responsible for ensuring the University has a current address and fax number on file for the bidder.

- 2.10 In the event the bidder can not comply with any term, condition, or requirement of this Request for Quotation, such non-compliance must be clearly noted on the bidder's letterhead and submitted with the quotation. Bidders are cautioned that such non-compliance may result in disqualification of the bidder's quotation. No allowance will be made for un-noted non-compliance of any kind by the bidder.
- 2.11 No other representative of the University is to be contacted regarding this Request for Quotation. The University accepts no responsibility for, and the bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the University.
- 2.12 The laws of the Province of Ontario shall apply to this Request for Quotation and any contract formed as a result of this Request for Quotation and the Courts of Ontario shall have exclusive jurisdiction over any contract formed as a result of this Request for Quotation.
- 2.13 The Lakehead University's name, logo, crest, or other brand identifiers, shall not be used without the prior written consent of the University.

SECTION III EVALUATION AND AWARD

- 3.1 Lakehead University intends to award a contract to the bidder whose quotation offers the best value to the University. However, the University is under no obligation to award any contract in whole or in part and the University reserves the right in its sole discretion to cancel this Request for Quotation process at any time before or after closing without providing reasons for such cancellation. The evaluation may include a bidder presentation and system demonstration.

The lowest or any quotation may not necessarily be accepted.

- 3.2 All quotations will be evaluated upon the following criteria:
- A) Price (including ongoing support and maintenance costs) _____ 50%
 - B) Technical and support services _____ 10%
 - C) Experience with equipment of a similar size and nature _____ 40%
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- 3.3 Any award made by the University shall be made in writing and shall be subject to the availability of funding at the time of award (if any).
- 3.4 In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total bid prices and words shall govern over numbers.
- 3.5 In order to obtain the most advantageous offer for the University, the University reserves the right in its sole discretion:
- a) to waive irregularities and / or minor non-compliance by any bidder with the requirements of this Request for Quotation
 - b) to request clarification and / or further information from one or more bidders after closing without becoming obligated to offer the same opportunity to all bidders
 - c) to enter into negotiations with one or more bidders without being obligated to negotiate with, or, offer the same opportunity to, all bidders.

Bidders are advised however to submit a complete offer as their bid. Any waiver, clarification or negotiation will not be considered as an opportunity for bidders to correct errors in their bids.

- 3.6 The University shall not be responsible for any expenses or charges incurred by a bidder in preparing or submitting a quotation nor in providing any additional information considered necessary by the University for evaluation of quotations.
- 3.7 The University reserves the right in its sole discretion to amend this Request for Quotation at any time prior to close of bidding and bidders are cautioned to ensure they have received all addenda (if any) prior to submitting a bid.

SECTION IV AWARD CONTRACT

- 4.1 The successful bidder (if any) may not assign or subcontract any of the award contracts without the prior written consent of the University.
- 4.2 Indemnification: The successful Bidder shall indemnify Lakehead University for all damage suffered by it as a result of the negligent actions or wrongful acts of the successful Bidder, its employees, servants and/or agents. The successful Bidder shall indemnify and hold harmless Lakehead University, its Board of Governors, students, employees, servants and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence of the successful Bidder, its employees, servants, and/or agents.
- 4.3 General Liability Insurance: The successful Bidder must carry general liability insurance with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury (including death), and damage to property including the loss of the use thereof. Such insurance shall include coverage for broad form property damage, contractual liability, completed operations and product liability, and non-owned automobile liability and such other types of insurance, as would be carried by a prudent person and as Lakehead
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University may from time to time require. Lakehead University shall be named as an additional insured on the policy, but only with respect to the operations of the successful Bidder.

- 4.4 This quotation shall be open for acceptance by the Owner for a period of **sixty** (60) days after close date and time. The Owner reserves the right to accept any quotation, and to reject any or all quotations. The contract documentation will consist of the Request for Quotation, the successful Bidder's submission, and a standard University Purchase Order. Invoices shall be accompanied by a **Workplace Safety and Insurance Board Clearance Certificate** and a **Statutory Declaration** certifying that monies have been appropriately distributed. Holdback monies will be administered in accordance with provisions of the Construction Lien Act.
- 4.5 The successful bidder (if any) shall warrant its work and/or products for a period of not less than one (1) year from completion, installation or supply against all defects and deficiencies in manufacture, workmanship and installation. The successful bidder (if any) shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by the University, upon notice from the University to do so, and at no cost to the University.
- 4.6 The following policies are in effect on the Owner's premises and contractors performing work on these premises are required to observe their provisions:
1. Smoking on University Premises;
 2. Harassment and Discrimination Policy and Procedures;
 3. Lakehead University Traffic & Parking Regulations;
 4. Hot Work Permit procedure for work that involves potential sources of ignition.

Copies of these policies may be reviewed at the Physical Plant office (Avila Main Floor room number 151). For parking requirements other than short-term stops for delivery of materials, obtain and pay for parking permits in accordance with Lakehead University regulations.

- 4.7 Successful bidders are to submit the following documentation:
1. Prior to commencement of work, (and with each invoice) a Workplace Safety and Insurance Board Clearance Certificate;
 2. Prior to commencement of work, a copy of the firm's Health and Safety Policy and Procedures.
 3. Prior to commencement of work a list with names and contact numbers for all personnel associated with servicing the contract.
 4. Shop drawings for Owner's review (when applicable);
 5. Certificates of Inspection for electrical installations issued by the authority having jurisdiction;
 6. Product operation, maintenance and warranty information;
 7. Record drawings showing "as-built" conditions (when applicable).
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4.8 Perform work in accordance with Occupational Health and Safety Act, Regulations for Construction Projects, WHMIS Regulation, and Regulation respecting Asbestos on Construction Projects in Building and Repair Operations. A report identifying asbestos containing materials which may be encountered in this project will be provided by the Owner. Erect barricades or hoarding as required to protect the public, workers and public and private property from injury or damage. Delineate project site with appropriate, legible signage. Enclose electric arc welding sites with opaque screening to protect passersby from eye injury caused by flashes. Securely cover openings in building envelope resulting from construction activity to prevent entry of unauthorized persons. **All persons on a project site shall wear protective headwear.**

4.9 Perform electrical work in conformity to the Ontario Electrical Safety Code. **Provide Owner with minimum 24-hour advance notice of requirement for disconnecting power supply circuits. Circuits shall be locked out of service and tagged by both the Owner's electrician and the contractor's electrician, with the Owner's lock being attached first and removed last.**

The Owner reserves the right to require the contractor to remove from the site any of its personnel not properly observing or complying with the safety requirements prescribed herein or policies listed in paragraph 4.8.

4.10 **Interruption of building services during occupied periods is not permitted** except with Owner's express consent. Provide 24-hour advance notice of requirements for interruptions to building services for making connections thereto. At least one week prior to intended time of interruption, arrange to review locations and condition of service shutoff equipment with Owner's maintenance staff to ensure that it is functional and will effectively isolate the point at which connections must be made. Perform work in accordance with Owner's Lock and Tag Procedure. Prior to performing work in machine rooms or other spaces containing elevator equipment, consult with the firm contracted by Owner to provide elevator maintenance service.

4.11 Should the successful bidder (if any) fail to remedy any defect or deficiency promptly with a reasonable time after notice to do so, the University may remedy the defect or deficiency, at the successful bidder's (if any) cost.

4.12 Any products supplied and installed by the successful bidder (if any) shall be installed in such a manner as to preserve any and all manufacturer's warranties, for the benefit of the University.

4.13 The University and the successful bidder (if any) acknowledge and agree that they are independent contractors in a contract for goods and/or services and no employer - employee, partnership nor agency relationship is intended or created by their agreement.

4.14 Notwithstanding the above, while at Lakehead University, personnel of the successful bidder (if any) must observe all regulations and policies of the University including parking and traffic regulations. Vehicles shall be parked in areas, at the successful

bidder's (if any) expense, as directed by the Security Manager or in designated Contractor parking lot..

- 4.15 In addition to any rights of termination at law or in equity, Lakehead University shall have the right to terminate any contract formed with the successful bidder (if any) upon written notice to the successful bidder.

Owners Safety Requirements

- 1 *General*
- 1.01 DEFINITIONS & GLOSSARY
- .01 **Definitions:**
the *Project* as defined in OHSA s. 1(1), including improvements associated with any category of project itemized in that definition
- .02 **Glossary:**
- ACM *asbestos-containing material*
 CSA *Canadian Standards Association*
 CSAO *Construction Safety Association of Ontario*
 EPA *Environmental Protection Act*
 JHSC *joint health and safety committee*
 IAQ *indoor air quality*
 MOL *Ontario Ministry of Labour*
 MSDS *material safety data sheet*
 OBC *Ontario Building Code (O.R. 350/06)*
 OHSA *the Occupational Health and Safety Act*
 O.R. *Ontario Regulation*
 PPE *personal protective equipment*
 PSR *Pre-Start Health and Safety Review*
 SMACNA *Sheet Metal and Air Conditioning Contractors' National Association, Inc.*
 WSIB *Workplace Safety and Insurance Board*
 WHMIS *Workplace Hazardous Materials Information System*
- 1.02 EXPECTATIONS
- .01 It is intended that the provisions of this section be implemented for any construction project undertaken on the *Owner's* premises.
- .02 Notwithstanding the generality of provision 1.02.01 of this section, all provisions of this section may not apply for a given project. The *Contractor* is responsible for ensuring that applicable provisions are implemented.
- .03 At the request of the *Contractor*, for a given project the *Owner* shall provide direction on the applicability of any provision of this section.
- 1.03 DESCRIPTION OF THE WORK
- .01 Conform to provisions of the Lakehead University HEALTH & SAFETY policy applicable to the *Project*, and to relevant requirements of the Physical Plant health and safety procedures described in this section.
- .02 Remove from the *Owner's* property and dispose of hazardous materials in accordance with subsistent regulations applicable thereto and as otherwise specified. Hazardous materials include: ACM; materials contaminated with mould.
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1.04 REFERENCES

- .01 EPA:
 - .01 General - Waste Management—*O.R. 347.*
- .02 OHSA:
 - .01 Construction Projects—*O.R. 213/91.*
 - .02 Confined Spaces—*O.R. 632/05*
 - .02 Control of Exposure to Biological and Chemical Agents—*O.R. 833.*
 - .03 Designated Substance – Asbestos—*O.R. 837.*
 - .04 Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations—*O.R. 838.*
 - .05 Regulation for Industrial Establishments—*O.R. 851.*
 - .06 WHMIS—*O.R. 860.*
 - .07 First Aid Requirements—*O.R. 1101.*
- .03 CSA:
 - .01 CSA Z462, *Workplace electrical safety*
- .04 CSAO:
 - .01 Trenching Safety—*Publication M026 (ISBN 0-919465-50-1).*
 - .02 Basics of Fall Protection—*User's Guide Publication M053 (ISBN 0-919465-86-2).*
 - .03 Contractor's Guide—*Effective Health and Safety Programs (ISBN 0-919465-89-7).*
 - .04 Emergency Response Planning for Construction Projects—*Publication B030*
- .05 Trades Qualification and Apprenticeship Act.
- .06 OBC:
 - .01 IAQ Guidelines for Occupied Buildings Under Construction—SMACNA (*OBC B6.2.1.1.(1)(g)*)
- .07 Lakehead University Emergency Procedures & Information pamphlet.
- .08 Physical Plant Procedures:
 - .01 Asbestos in Non-Construction Areas (August 1983).
 - .02 Hot Work Permit (April 2001).
 - .03 Mould Protocol (March 2004).
 - .04 Lockout / Tagout (December 2006).
 - .05 Confined Space Procedure (pending).
 - .06 Electrical Safe Work Procedures (pending).

1.05 SUBMISSIONS

- .01 Submit to the *Owner* the following documents in accordance with *Submission Schedule*:
 - .01 Lakehead University Contractor's Safety Checklist duly completed and signed by the representative of the *Contractor* at the pre-construction meeting (form available on the Lakehead University website).
 - .02 Subsistent WSIB Certificate of Clearance with price submission and, subsequently, with each application for payment.
 - .03 Within ten (10) days after confirmation of award:
 - .01 *Contractor's* workplace emergency response procedure in accordance with *O.R. 213/91 s. 17(1)*;
 - .02 MOL Notice of Project pursuant to *O.R. 213/91 s. 6(3)*; (if required)
 - .03 Documentation of the supervisor's qualifications including photocopies of certificates.
 - .04 Reports of hazardous materials test results within five (5) days after performance of testing therefor.
 - .05 Minutes of proceedings of JHSC established pursuant to OHSA s. **9(4)** within five (5) days after the date of a meeting thereof.
 - .06 Prior to *Substantial Performance of the Work*:
 - .01 Certificates of final inspection issued by the respective authorities having jurisdiction;
 - .02 MSDS for *Project* materials.
-

2 *Products*

2.01 PPE

- .01 Protective clothing and equipment provided to workers by the *Contractor*: as prescribed in applicable regulations and otherwise in accordance with health and safety practices acceptable for the *Work*.

2.02 FLEXIBLE ELECTRICAL CORD

- .01 Flexible cord used for transmission of electric energy to temporary electrical equipment: CSA type SOW, or more stringent designation; consisting of copper conductors having minimum 14 AWG size and receptacles of 5-15R configuration for 125 V—15 AMPERE service; bearing *legible* markings identifying CSA type, and quantity and gauge of conductors. If any outdoor use is required, a CSA certified, Ground Fault Interrupter (GFI) is required.

3 *Execution*

3.01 GENERAL

- .01 Exercise a standard of care appropriate to the circumstances by taking all reasonable precautions to protect the health and safety of workers, the *Owner's* constituents and public personnel.
- .02 Perform the *Work* in accordance with provisions of OHSA Regulations for Construction Projects, WHMIS Regulation, Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations, and any regulation pertaining to the *Project*, whether or not cited in provision 1.04 of this section.
- .03 Perform electrical work in conformity to the Ontario Electrical Safety Code. At the direction of the *Owner*, **immediately remove from the workplace** flexible cord that does not conform to specifications in provision 2.02.01 of this section, or that is deemed at the discretion of the *Owner* solely to be unsafe or not in proper working condition.
- .04 Provide the *Owner* with minimum 24-hour advance notice of requirement for disconnecting power supply circuits or building mechanical services. Energy-isolating devices shall be closed, locked out of service and tagged in accordance with Reference 1.04.08.04, which requires the following sequence of actions by the *Contractor*¹:

- 1 Phone the Physical Plant work order desk at 343-8273 (or, from 3:30 PM until 8:30 AM the following day, Security Services at 343-8569) to arrange for the lockout services of a Lakehead University employee (the operator).**
- 2 Obtain from the operator an ID number for the lockout / tagout occurrence. Ensure that the ID number and related information are entered on the Lockout Record Sheet at the lockout station for the building in which the lockout / tagout occurs.**
- 3 Ensure that the operator's padlock is secured to the lockout hasp and tagged. Secure the Contractor's padlock to the lockout hasp complete with a tag identifying the name of the worker, the date/time and the lockout / tagout ID number. Enter the necessary information, sign and date the log book at the building lockout station.**
- 4 Following completion of the *Work* remove the worker's padlock and tag and immediately notify the operator. Record the worker's name, date/time and lockout / tagout ID number on the Lockout Record Sheet at the building lockout station.**

¹Consult procedure for exact wording of requirements.

- .05 Provide a guard or other device that prevents access to an exposed moving part or pinch point on equipment constituent to the *Work* that may endanger the safety of any worker.
- .06 Establish, document and instruct workers in implementation of an emergency response procedure for the *Project* in accordance with Reference 1.04.04.04, or equivalent guideline. Post the procedure document conspicuously at the workplace.
- .07 Notwithstanding any other provision herein contained, do not proceed with any work when to do so would involve any risk to the safety of persons or property. Immediately report the full circumstances of the situation to the *Owner* and obtain from the *Owner* and implement such instructions as are necessary to enable the *Work* to proceed without such risk.
- .08 Immediately report to the *Owner* and authorities having jurisdiction any accident or incident involving the *Contractor*, *Owner*, public personnel and/or property arising from execution by the *Contractor* of the *Work*.
- .09 The *Contractor* and any trade contractor or agent shall inform the *Owner* of any notices, warnings, or asserted violations issued by any authorities having jurisdiction relative to the *Work*.
- .10 The *Owner* reserves the right to require the *Contractor* to remove from the workplace any of its personnel not properly observing or complying with the *Owner's* prescribed safety requirements or policies.

3.02 SITE SECURITY

- .01 Erect barricades or hoarding as required to protect the public, workers and public and private property from injury or damage.
- .02 Demarcate workplace with appropriate, legible signs.
- .03 Exercise control over the operation of construction equipment to ensure protection of vehicles and pedestrians using University or municipal thoroughfares adjacent to the workplace.
- .04 Enclose electric arc welding sites with opaque screening to protect passersby from eye injury caused by flashes.
- .05 Securely cover openings in building envelope resulting from construction activity to prevent entry of unauthorized persons.

3.03 ELECTRICAL-SAFETY-RELATED WORK PRACTICES

- .01 Safety practices for work performed on an electrical installation shall comply with the requirements of Reference 1.04.08.06.

3.04 PPE

- .01 Workers employed by the *Contractor* shall use protective clothing and equipment prescribed in applicable regulations and otherwise in accordance with health and safety practices acceptable for the *Work*.
 - .02 **All persons at the workplace shall wear protective headwear—O.R. 213/91 s. 22(1).** Within the confines of the demarcated site identified in 3.02.02
-

- .03 Workers employed by the *Contractor* shall carry a subsistent certificate acknowledging completion of a **fall protection** training program (e.g., BASICS of FALL PROTECTION published by CSAO or acceptable equivalent) presented by a competent person.
- .04 When it is not feasible or practical to de-energize and lock out the power supply to an electrical installation in order that the *Work* may be performed, a worker shall comply with the requirements of Clause 4.3.7 of Reference 1.04.03.01.

3.05 FIRE SAFETY

- .01 Perform work that may involve a source of ignition, or that may generate air contaminants (e.g., dust) in sufficient concentration to activate smoke alarms, in accordance with Reference 1.04.08.02, which requires the following sequence of actions by the *Contractor*¹:

- 1 Review workplace and check precautions taken on right side of permit form.**
- 2 Enter information on left side of permit form and obtain signature of Physical Plant supervisor for the *Project*.**
- 3 Leave PART 1 of permit form with Physical Plant supervisor.**
- 4 Submit PART 2 of permit form at Security Office in University Centre—Security Services will arrange for an electrician to deactivate fire alarm signals.**
- 5 Post PART 3 of permit form at workplace.**
- 6 Complete hot work by 3:00 PM and maintain a fire watch for ONE (1) Hour thereafter.**
- 7 Inform Security Services (343-8569) when fire watch has expired.**

¹Consult procedure for exact wording of requirements.

- .02 Phone 343-**8911** (Security Services) to report a fire. Extension 8911 from On-campus phones.

3.06 REMOVAL OF HAZARDOUS MATERIALS

- .01 Conform to provisions of pertinent regulations and procedures cited in provision 1.04 of this section.
- .02 Employ workers competent in testing, removal and disposal of hazardous materials.
- .03 Prior to commencement of construction work, perform control testing to establish hazardous material concentration at the workplace.
- .04 Following completion of the *Work*, perform testing to establish hazardous material concentration at the workplace.
- .05 ACM:
 - .01 A report identifying ACM at the workplace is included at the end of this section.
 - .02 Prior to construction, remove ACM designated by the *Owner* that is susceptible to mechanical disturbance. Dispose of such material off of the *Owner's* property in the manner prescribed by the appropriate authority having jurisdiction therefor.
 - .03 Where ACM serving as fire protection for structural steelwork has been removed, replace with material having an equivalent fire protection rating.

3.07 PSR

- .01 Do not start operation or use of a process or apparatus for which the *Owner* has determined that a PSR is required until the *Owner* has certified to the *Contractor* that implementation of requisite measures identified during the PSR has been verified.
-

3.08 IAQ

- .01 Implement measures for effective control of airborne contaminants associated with construction activities, including dust and odours, when there is a risk of such pollutants entering occupied space. Appropriate control measures shall include those described in Reference 1.04.06.01.
 - .02 Shut off internal-combustion engines when trucks and other mobile equipment at the workplace are stationary and take-off power is not required.
 - .03 If work that normally involves the use of equipment powered by a diesel internal-combustion engine (e.g., welder) is expected to exceed one (1) day in duration, implement one of the following measures:
 - .01 Perform work with equipment powered by an electric motor. For a motor requiring other than line voltage, or current in excess of that available from a convenience receptacle, make arrangements with the owner for an appropriate power supply; *OR*
 - .02 Perform work during periods when campus buildings are unoccupied, or when scheduled activity is at a minimum.
-

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Owner

Legal Name: **Lakehead University**

Address for Service: 955 Oliver Road
Thunder Bay, ON P7B 5E1

Bidder

Legal Name: _____

Address for Service: _____

City _____ Province _____ Postal Code _____

Bid Price

Having examined the bid documents as listed in Appendix "A" to this Stipulated Price Bid and Addenda No. _____ to _____ inclusive, all as issued by **Lakehead University**, and having visited the Place of the Work, we hereby offer to enter into a contract to perform the Work required by the bid documents for the stipulated price of:

_____ /100 Dollars \$ _____

in Canadian funds HST extra, per year.

Hourly Rates:

In Canadian funds HST extra.

Year 2 –

_____ /100 Dollars \$ _____

in Canadian funds HST extra, per year.

Hourly Rates:

In Canadian funds HST extra.

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Interest

Should either party fail to make payments as they become due *under the terms of the Contract*, interest at **zero** percent (0%) per annum on such unpaid amounts shall also become due and payable until payment; and

Should either party fail to make payments as they become due *in an award by arbitration or court*, interest at **prime** plus **zero** percent (0%) per annum on such unpaid amounts shall also become due and payable until payment.

Declarations

We hereby declare that:

- (a) we agree to perform the Work in compliance with the required completion schedule stated in the bid documents or, if no schedule is stated, to attain Substantial Performance of the Work within _____ weeks from commencement of the Work;
- (b) the earliest date for commencement of the Work is: _____ ;
- (c) no person, firm, or corporation other than the undersigned has any interest in this bid or in the Work for which this bid is submitted;
- (d) this bid is open to acceptance for a period of **sixty** (60) days from bid closing.

Additional to Submission

Submit with this bid one (1) copy of:

- ▶ certification of requisite insurance coverage;
- ▶ a statement of the vendor's health and safety policy pursuant to provision **25. (2)(j)** of the Occupational Health and Safety Act;
- ▶ a subsistent Workplace Safety and Insurance Board Certificate of Clearance

Signatures

SIGNED AND SUBMITTED for and on behalf of:

Name of Bidder (please print)

Signature

Affix Seal Above

Name and Title of Person Signing (please print)

Witness

Signature

Signature

Name and Title of Person Signing (please print)

Name and Title of Person Signing (please print)

Date: _____

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

N.B. Where legal jurisdiction or Owner requirement calls for:

- (a) proof of authority to execute this bid, attach such proof of authority in the form of a certified copy of a resolution naming the representative(s) authorized to sign this bid for and on behalf of the Corporation of Partnership; or*
- (b) the affixing of a corporate seal, this bid must be properly sealed.*

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Bidder: _____

APPENDIX “A” – LIST OF BID DOCUMENTS

Following is the list or description of the bid documents for the above-named project:

Title	Pages
Request For Quotation – Annual and Semi Annual Emergency Generator Service– LU16-022, May 1 2017 – April 30 2018	15
Specification for Annual and Semi Annual Emergency Generators Service	2

Drawing No.	Drawing Title
NA	

BID FORM

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Bidder: _____

APPENDIX “B” – PROJECT EXPERIENCE IN SIMILAR WORK

Following is the list of our experience in work of a similar nature and scope to the requirements for the above-named project:

Year*	Project Title & Description of Work	Owner & Location	Value of Work (\$)

* Include projects carried out within the last 5 years only.

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Bidder: _____

APPENDIX “C” – SENIOR STAFF ASSIGNED TO THIS PROJECT

Following is the list of senior staff members that we intend to assign to the above-named project:

Name	Duties for this Project*	Work History & Experience

** Indicate supervisor who will be in attendance at the Place of the Work while work is being performed.*

BID FORM

STIPULATED PRICE BID

Project Title: Annual and Semi Annual Emergency Generator Service – LU16-022

Location: 955 Oliver Road, Thunder Bay, Ontario

Bidder: _____

APPENDIX “D” – SUBCONTRACTORS TO BE USED FOR THIS PROJECT

Following is the list of subcontractors that we propose to use on the above-named project for the sub-trades indicated:

(List All Subcontractors)

Sub-Trade	Name of Subcontractor	Value of Work (\$)

Lakehead

UNIVERSITY

Specification for Annual and Semi-Annual Emergency Generators Service

May 1 2017 – April 30 2018

Project # LU16-022

1.0 Summary of Work

To provide comprehensive service for all emergency generators installed in Lakehead University buildings.
(2 natural gas fired, 3 diesel fired in total) Units identified as follows :

- 1.1.1 Power House – Kohler , Model 1000RE0ZM (Mitsubishi engine –model S12H-Y1PTA-3), Diesel, 1MW
- 1.1.2 Sanders Hanger – John Deere, Model 4045TF, Diesel, 80kW
- 1.1.3 ATAC – Detroit Diesel 250DSE, DDC 6063MK35, Diesel, 260kW
- 1.1.4 1294 Balmoral – Detroit Diesel / GM 5.7L, Model MTU60, Natural Gas, 60kW
- 1.1.5 PACI – ONAN, Model 15-OJC-4R-IT, Natural Gas, 19kW

Candidate must be fully qualified and certified to work on emergency generator units. This includes motor and generator and automatic transfer switch (where applicable).

2.0 Program

Testing and inspection will be as a minimum as dictated by the Fire Code sections 6.7 (CSA C282).

Scope will include, but not be limited to, a complete annual engine / generator maintenance as per manufacturers recommendations and test and inspection as detailed in sec 11 (CSA C282) table 2, 3, 4 and 5. For Power House, Hanger, PACI and ATAC a complete full load test shall be performed utilizing portable load banks to be supplied by successful contractor. For 1294 Balmoral exclude Table 5 section 8. Note that infra red scanning of load and line in normal condition Table 5 section 6(f) is performed by Lakehead University during system wide infra red scanning and is not required in this annual. Also, in Table 5, section 4 – Fuel storage tanks, if testing fails, Lakehead University must be informed and the University will take responsibility to rectify.

A semi-annual maintenance as per tables 2,3 and 4 (CSA C282) with exception to any reference to table 3 section 2 'load testing'. Including fuel system, air intake system, cooling systems, ventilation systems, exhaust system, lubrication system, starter/battery/charger systems, engine/generator inspections.

A schedule of dates and times on site will be required prior to commencement of work and must be approved by Lakehead University. Anticipated schedule is May for Semi-Annual and November for Annual and load test to occur in July or August.

Reports are to be issued to Physical Plant, in a prompt manner, that include inspections, tests, maintenance performed and any deficiencies found for each unit. Services performed are also to be entered in log book for each generator.

This program will be for the period of May 1 2017 to April 30 2018.

In addition to the annual and semi-annual service, candidate will be expected to be available with local technicians available 24/7 for planned or unplanned repairs and maintain a critical spare parts inventory pertinent to the systems installed at Lakehead University. Candidate must be able to provide recommendations with respect to life cycle of systems including upgrades, as well as be available to assist in modifications and design of the emergency generators.

3.0 Submissions

In addition to items listed on Request for Quotation,

Candidate will be required to supply a list of references demonstrating past service they performed on Systems identical or similar to Lakehead University over the last three years as well as evidence of technician qualifications and certifications.

The pricing for this service (annual and semi annual) is to be set up as a lot price for all 5 generators with extras / parts quoted for approval by Lakehead University. Invoicing will be upon completion of work and reports have been received by Physical Plant.

Detailed documentation including labour and description and pricing of all materials, must be attached to all invoices.

Bidders are also required to provide pricing in the form of hourly rates for the 24/7 service support.

A valid WSIB certificate and evidence of Liability Insurance will be required upon successful award.